



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 17, 2008

Myron Jucha
Brooks Jucha & Associates
11405 West Bernardo Court
San Diego CA 92127

Dear Mr. Jucha:

**RE: Small Business 30-Day MONITORING MEETING REPORT for Brooks Jucha & Associates
ET08-0341**

Date of Meeting:	June 26, 2008
Beginning/Ending Time:	1:00PM – 2:15PM
Date of Last Meeting:	January 29, 2008
Meeting Location:	San Diego
Persons in attendance:	Jasmin Bonn, Quoting Specialist/Administration Support Ryan Swier, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	2/4/08-02/03/09	Agreement Amount:	\$13,200
Training Start Date:	2/8/08	No. to Retain:	10
Date Training must be Completed:	11/3/08	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	9	9	3	3	0	0

TRAINING STATUS:

Ms. Bonn reported that the first ETP training class was conducted on February 8, 2008. As to the date of the Monitoring Visit, three retrainees have completed the minimum number of training hours to qualify for reimbursement. These retrainees have completed from 9.33 to 31.32 hours of class/lab training, for a total of 53 hours of class/lab training. This equates to a potential, to date, reimbursement of \$1,166.00 (9% of the Agreement amount), assuming that all Agreement performance requirements are met. Mr. Bonn stated Brooks Jucha & Associates is currently undergoing some turnover issues, which has taken priority over training. However, once new employees are hired training is planned to increase.

PROJECT ADMINISTRATION/TRACKING:

Online tracking hours up to date?	Yes
Accessing or Uploading issues?	No

SUBAGREEMENTS:

Administration

Administrative subcontractor performing any part of ETP administrative requirements?	No
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Training

Training vendors performing ETP training?	No
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To date, all training has been performed by in-house trainers. If Brooks Jucha & Associates decides to subcontract with an outside vendor, Ms. Bonn agreed to notify ETP of any such subagreement prior to the delivery of any training or administrative services by the

subcontractor by submitting the required information on the Subcontractor List, ETP 100D via ETP's on-line system.

For out-of-state vendors; ETP must receive notice of any subcontract for services by an out-of-state provider no later than seven (7) working days prior to its effective date. Any such subcontract must be reviewed and approved by ETP prior to its effective date as a condition precedent to the reimbursement of costs for that provider's services. (See Title 22, California Code of Regulations Section 4421.). The subcontract from the out-of-state vendor is subject to review and approval by the Regional Office Manager.

ATTENDANCE ROSTERS:

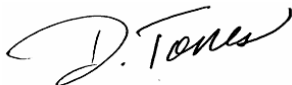
Attendance Rosters reviewed:	3	Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.	YES
Information contained in rosters reviewed was consistent with the hours reported on-line?			YES

OBSERVATION OF TRAINING/INTERVIEWS:

Observation of Training and interviews were not conducted at this Monitoring Meeting. However, they will be conducted at the next monitoring visit

If you have any questions or comments regarding the information contained in this letter, please contact Ryan Swier at (619) 686-1902, or e-mail him at rswier@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,



Diana Torres, Manager
San Diego Regional Office



Ryan Swier, Contract Analyst
San Diego Regional Office

cc: Jasmin Bonn
Project File
Master File